



# MILTON ABBEY

**Co-educational boarding and day school for ages 13 - 18**



**Resident House Tutor and Rugby Coach**  
**End August 2018**  
**Information for applicants**



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## **Background Information**

In a recent ISI inspection, Milton Abbey, a co-educational day and boarding school for ages 13-18 situated midway between Blandford and Dorchester, was judged as being 'highly successful in achieving its aim to enable each pupil to achieve their academic potential'. The report also praised the School's 'excellent' teaching provision and highlighted its 'carefully structured and broad curriculum'. Milton Abbey is proud to offer the broadest range of vocational subjects in the independent sector, alongside GCSEs and A Levels. Milton Abbey is committed to the individual and delivers an education that is meant to challenge, stretch and develop young men and women into leaders and assured adults who possess confidence without arrogance. Milton Abbey prides itself on its ability to deliver a bespoke education, tailoring each pupil's education to make the most of their individual skills and talents so that they can achieve their potential both inside and outside the classroom. At Milton Abbey's heart is a philosophy of developing each and every girl and boy into fully rounded people academically, culturally, spiritually, and within a caring, supportive environment. We are an inclusive school, and are ambitious for every pupil. Success, in whatever form, is celebrated.

The School became fully co-educational from September 2012 and joined the Round Square group of schools in 2013. Current development projects include a new Centre for Countryside Management and Equine Studies and a new Art Centre and Gallery. All these exciting developments have been underpinned by Milton Abbey's commitment to the pillars of Round Square IDEALS, namely international understanding, democracy, environmental awareness, adventure, leadership and service.

The School lies in a wooded valley and occupies the site of a former Benedictine Monastery, founded over 1000 years ago. The two remaining Monastery buildings, the Abbey (which is used as the School Chapel) and the Abbot's Hall (which is the used as the School Dining Hall), around which a Georgian mansion was built in the late 18<sup>th</sup> Century, accommodate two houses. Modern facilities on a par with much larger schools have been added including a Music School, Art School, classrooms and laboratories, an ICT centre, a fully stocked library, Technology workshops, a 370 seat theatre, a 25 metre indoor pool, recreation hall and full sized astro-turf. The school has stabling for up to eight horses, a pheasant shoot, an ambitious self-sufficiency market garden project, pigs, sheep and chickens.

The school is run by the Head, supported by the Deputy Head, a teaching staff of 40 and has a capacity of 300 pupils. All staff appointed are expected to contribute to the boarding ethos of the school, supporting both the Deputy Head with pastoral work and the Director of Outdoor Education with a full and busy games programme. Candidates are encouraged clearly to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information please see the school's website: [www.miltonabbey.co.uk](http://www.miltonabbey.co.uk)



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### **RESIDENT HOUSE TUTOR AND RUGBY COACH**

For the start of the Michaelmas Term 2018 we are seeking to appoint an enthusiastic and highly motivated individual to assist with the development of the rugby programme across the school.

A residential position within one of the boarding houses is also part of this role. The candidate will be a member of the supervisory staff in one of the boarding houses.

A Resident House Tutor must be available at any time during term time and will have three evenings off every week, and two weekends off in every three, in negotiation with the Housemaster. He/she must demonstrate a positive and authoritative rapport with senior and junior pupils; be organised, committed, self-directed and have a sense of humour. The successful candidate will also be expected to contribute to the school's academic programme and will be assigned to a department where he/she has particular interests or strengths and will assist during lesson time.

Full board is included with this position, plus a generous salary. It would be very suitable for those considering a career in teaching or boarding education.

### **JOB DESCRIPTION**

**JOB PURPOSE:** Responsible for assisting the Resident Housemaster (RHM) in the welfare, social and academic well-being of the pupils in his or her House. Assist with the development of the rugby programme across the school.

**RESPONSIBLE TO:** Resident Housemaster and the Director of Sport

Specific responsibilities will include, but are by no means exhaustive:

#### **Duties and Responsibilities**

##### House responsibilities

- Reside in the Boarding House through the term
- Support the RHM with House routines
- Have full awareness of current best practice in respect of child protection procedures, an excellent understanding of the School's policies on child protection and follow the guidelines for safe practice
- Support the RHM and RAH as directed

##### *Pupils*

- Provide sensitive pastoral care and support for the pupils in his / her charge in line with the Christian ethos of the school, acting as a positive role model

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- Know each pupil in the House as an individual, ensuring that each one is challenged to develop his / her potential in line with the school's aims and objectives
- Support the RHM in the discipline of pupils in the House, along the guidelines laid out in the staff handbook
- Assist the RHM and RAH in organising activities and events – especially at weekends – for the pupils in the House, and assist the Director of Outdoor Education in any whole school social evenings
- Support pupils in the House at all school and House events in liaison with other resident House staff

#### *House fabric*

- Assist the RHM and RHT in the opening, and locking, of the House at the start and finish of each term, at exeat weekends and half terms

#### Additional Specific Responsibilities

- Contribute to the school's academic and extra-curricular programme as directed by the Deputy Head
- Teach as directed by the Deputy Head
- Carry out a share of supervisory duties in accordance with published schedules
- Participate in appropriate meetings with colleagues and parents relative to the above responsibilities
- Participate in appraisal arrangements

#### Rugby Coach

- Provide planned, organised coaching that is responsive to pupil's learning requirements
- Adopt a positive, encouraging approach in the coaching while maintaining discipline and a good learning environment
- Promote and facilitate the general progress and well-being of pupils assigned to him/her
- Be aware of and provide for pupils with known special needs, and identify new learning or other problems, referring them promptly to the pupil's Housemaster
- Show regard for pupils as individuals, noting strengths as well as weaknesses, and offering solutions to perceived problems
- Carry out administrative tasks and duties that are a part of coaching responsibilities in a professional manner, as stated in the Staff Handbook or School Regulations, or as needed at the direction of the Headmaster.



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### **TERMS OF APPOINTMENT**

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

- Hours:** This is a full-time post during term-time, six days per week.
- Holidays:** You will be entitled to 15 weeks' holiday a year, excluding exeat weekends. Public holidays falling when pupils are in School during term time are working days.
- Salary:** Salary is according to the Milton Abbey scale which commences at £11,332 per annum plus a Resident House Tutor Allowance of £773 per annum.
- Probation:** The position is subject to a two and a half term probationary period.
- Accommodation:** As Resident House Tutor you will be required to live in accommodation provided by the School within your associated Boarding House. This accommodation will be provided rent free by the school and is suitable for a single person.
- Pension:** The School complies with the its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a pension scheme when required by law.
- Medial Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
- Criminal Background Check (DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.
- References:** In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.



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### **APPLICATIONS**

Applications must be submitted on an application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 880484.

**Please address your letter to the Head and send the letter, cv and application form to:**

Miss Lynne Hughes  
HR Administrator

#### **By post**

Milton Abbey School  
Blandford Forum  
Dorset  
DT110BZ

#### **Or by email**

[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

**Closing date for applications is noon on Friday 27<sup>th</sup> July 2018.** We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

### **Interview**

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.